

Waterman Job Descriptions

Scholarship Chair and Assistant:

TIMELINE

May/June:

After the annual meeting when appointed chairperson, contact the departing chair for past information and documents.

Contact the University of Michigan Office of Financial Aid (OFA), Elaine Crook**, by email to introduce self as new chairperson.

Ask Elaine Crook at the OFA about the timeframe for getting applications for consideration of NEW scholars.

Scholarship applicants must be sophomores, have a 3.0 out of 4.0 grade point average or better, and show financial need.

Email student applications and statements to Review Committee (Waterman Alumnae Group President, President Elect, Assistant Chair of Scholarship Committee, Endowment Chair, and past Chair of Scholarship Committee). Send with sufficient time before the committee meeting to allow members to study the materials.

Meet with Review Committee and select new scholars for the coming academic year.

Inform OFA of our selection and WAIT for their approval of students, based on “file complete” status, continued financial need and grade point.

Elaine Crook will let you know WHEN to inform renewal scholarships. UM OFA will inform the new students of their scholarships first. Do NOTHING until UM OFA gives OK..

Send a letter of congratulations to each NEW scholar.

Send “Congratulations” cards to each of the graduating scholars before they leave campus.

July/August/September:

Contact (via email) new and renewed scholars in July to introduce myself, welcome them and confirm A2 address and all contact info. Frequently, info on the applications is out of date by late summer.

Request cell phone information to allow texting.

Request each scholar to provide a brief personal statement (250 words, “first person” narrative, using Microsoft WORD) and colored photo (200 DBL) .

Request permission from each of the scholars to use their information in Waterman communications (i.e., Web site, brochures, programs)

Contact Program Chair for procedure/deadline to follow for information inclusion in the Waterman Town Hall Program.

Contact Waterman Web Master with student info, after getting permission from each student to publicize their information. (Emily Salvette: esalvette@gmail.com)

Contact scholars in September by sending a Town Hall brochure and invite them to the Town Hall Luncheons. Inform them that there will be a reminder email, 2 weeks before each event, asking for their RSVP and any dietary restrictions for lunch.

Mail two (2) Waterman Town Hall Programs to each student, one for them and one for parents.

December:

Email or mail a note of "Good Luck" to each of the scholars prior to exams.

February/March/April:

Send email reminding non-graduating scholars to get Free Application for Federal Student Aid (FAFSA) info to Elaine Crook (UM) ASAP.

If OFA does not do so, send a re-application "Waterman Scholarship Renewal Application" to all returning scholars and highlight the deadline of ____ (usually April 1st).

**** Contact Info for Office of Financial Aid: Elaine Crook, 647-2816, ecrook@umich.edu**

Assistant Scholarship: Assist the Scholarship in completing the duties and responsibilities and help as needed.

October 2025